

NOTICE OF MEETING
LONG BEACH CIVIL SERVICE COMMISSION

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, AUGUST 5, 2009, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7TH FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

A G E N D A

1. **MINUTES**
 - a. Regular Meeting of July 29, 2009
 - b. Dismissal Appeal 30-D-78 Hearing of July 15 & 22, 2009
2. **REQUEST FOR TEMPORARY REASSIGNMENT FOR TRAINING** – Homer Flewellen, Equipment Operator to Construction Inspector
 - a. Communication from Cynthia A. Stafford, Personnel Services Officer, Public Works
 - b. Staff report prepared by Lourdes Ferrer, Personnel Analyst
3. **REQUEST TO EXTEND PROVISIONAL APPOINTMENT** – Tony Maciel, Traffic Painter, Public Works
Staff report prepared by Donna deAraujo, Assistant Administrative Analyst
4. **REQUEST TO AMEND APPLICATION** – Recreation Assistant
 - a. Communication from Kameron Belizaire
 - b. Staff report prepared by Deborah McCluster, Personnel Analyst
5. **PROTEST OF EXAMINATION ITEM(S)** – Garage Service Attendant
Staff report prepared by Robert Pfingsthorn, Personnel Analyst
6. **EXAMINATION RESULTS**
Civil Engineering Assistant
Water Treatment Operator
7. **RESCHEDULE FOR HEARING** - Suspension Appeal 02-S-89 – Suggested Date 9/18/09
8. **MANAGERS' REPORT**
9. **NEW BUSINESS**
10. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

NO HEARING

THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.

"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".

LONG BEACH CIVIL SERVICE COMMISSION
MARY ISLAS, PRESIDENT
July 29, 2009

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, July 29, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Mary Islas, F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu, Douglas Haubert

MEMBER EXCUSED:

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Caprice McDonald, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Mary Eme, Personnel Analyst, Human Resources

President Mary Islas presided.

MINUTES: It was moved by Commissioner Karatsu, seconded by Commissioner Infelise and carried that the minutes of the regular meeting of July 22, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

PROVISIONAL APPOINTMENT: The Secretary presented a communication from Lisa Marin, Director of Human Resources, Harbor, requesting Commission authorization to appoint Angie Fredrickson, to the classification of Environmental Specialist Assistant on a provisional basis. In addition, the Secretary presented a staff report prepared by Sal Ambriz, Personnel Analyst. The Secretary briefed the Commission regarding this request. Stacey Lewis, Assistant Director of Human Resources, Harbor, answered questions from the Commission regarding the recruitment and selection process used by the Harbor Department. Commissioner Saafir commended the Harbor Department on the process it used in recruiting and selecting the provisional appointment. He suggested looking at this process as a template to be used by City departments when selecting provisional appointments. He also suggested defining the process for selecting provisional appointments in the Civil Service Rules and Regulations. Commissioner Saafir also

suggested providing a copy of the job bulletin with the provisional appointment request. Commissioner Haubert suggested coordinating the posting of provisional appointments with the Civil Service Department on the City website. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the request be granted in accordance with Civil Service Commission Policy 1.02 and Section 43 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO REVISE ORDER
OF LAYOFF (July 15, 2009)**

The Secretary presented a request to revise the order of layoff of July 15, 2009 to the Commission for the Community Worker classification, filled by an employee who was selectively certified for Indochinese/English bilingual skills. Melinda George, Deputy Director, briefed the Commission regarding this request. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried to approve the Revised Order of Layoff. The motion carried unanimously.

**REVISED ORDER OF LAYOFF
(July 15, 2009)**

The Secretary presented a Revised Order of Layoff (July 15, 2009), for the Community Worker classification, prepared by Diane Dzodin, Administrative Officer, to the Commission. Melinda George, Deputy Director, briefed the Commission, stating that the revised request indicates that the impacted position in the Community Worker classification is filled by an employee who was selectively certified for Indochinese/English bilingual skills. Roberto Uranga, Personnel Services Officer, Health and Human Services, answered questions regarding this matter. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Saafir and carried to approve the Revised Order of Layoff (July 15, 2009) as prepared and to forward it to the City Manager. The motion carried unanimously.

BULLETIN:

PUBLIC SAFETY DISPATCHER

Commissioner Haubert questioned the extent of the background investigation for Public Safety Dispatchers. Anne Nicholson, Communications Center Supervisor, Elizabeth Battle, Public Safety Dispatcher IV, and Paula Johnson, Administrative Analyst, Police Department, answered questions regarding the background investigation. After discussion, it was moved by

Commissioner Haubert, seconded by Commissioner Karatsu and carried that the subject Job Opportunity Bulletin be approved. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS:

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Civil Engineer – 1 Applied, 1 Qualified
Environmental Specialist Associate (Amended from 6/24/09) – 16 Applied, 6 Qualified
Helicopter Mechanic – 43 Applied, 10 Qualified

EXTENSION OF EXPIRING ELIGIBLE LISTS:

It was moved by Commissioner Karatsu, seconded by Commissioner Infelise and carried that the following eligible lists be extended for an additional six months, with the exception of Senior Civil Engineer, to be extended for three months. The motion carried by a unanimous roll call vote.

Business Systems Specialist
Capital Projects Coordinator
Civil Engineer (8/6/08, 2/25/09)
Civil Engineering Assistant (8/6/08, 8/13/08, 8/27/08)
Department Librarian (8/20/08)
Electrical Engineer (8/6/08, 8/13/08)
General Librarian (8/20/08)
Microbiologist (8/20/08)
Public Health Nutritionist (8/6/08, 8/20/08, 2/25/09)
Public Health Professional (8/13/08)
Public Safety Dispatcher
Senior Civil Engineer (2/6/08, 2/20/08) –**3 months**
Senior Program Manager – Water
Systems Support Specialist
Systems Technician (2/4/09, 2/11/09, 2/18/09)
Water Treatment Operator (2/11/09)

MANAGERS' REPORT:

Melinda George, Deputy Director, informed the Commission that she attended a meeting at the Health Department on Monday, July 27, 2009, coordinated by Human Resources, with City employees potentially impacted by layoffs, to provide information and give them an opportunity to ask questions. She also stated that she conducted a Civil Service 101 on July 23, 2009, with 25 individuals attending.

The Secretary thanked Melinda George for the excellent job she did acting on his behalf last week and Lourdes Ferrer, Personnel Analyst for the workshop she conducted for Public Safety Dispatcher. He also stated that he met with the Police Department on Tuesday, July 27, 2009, to discuss the Police Recruit examination, and reviewing components of the examinations. He stated that no Police Recruit examination would be conducted this summer.

ADJOURNMENT:

There being no further business before the Commission, President Islas adjourned the meeting.

A handwritten signature in black ink, appearing to read "Mario R. Beas", with a stylized flourish at the end.

MARIO R. BEAS
Secretary

MRB:meh



Date: July 29, 2009
To: Civil Service Commission
From: Cynthia A. Stafford, Personnel Services Officer, Public Works *C. Stafford*
Subject: **TEMPORARY REASSIGNMENT FOR TRAINING OF HOMER FLEWELLEN,
EQUIPMENT OPERATOR TO CONSTRUCTION INSPECTOR**

The Public Works Department is requesting the temporary reassignment of Homer Flewellen, Equipment Operator, Public Service Bureau, to the position of Construction Inspector, Engineering Bureau, for the purpose of training and development in accordance with Article VI, Section 63(3) of the Civil Service Rules and Regulations.


This request is to temporarily reassign Mr. Flewellen to the position of Construction Inspector for a third year of training and development. The Civil Service Commission approved the original request for the temporary reassignment of Mr. Flewellen on June 28, 2006, and a subsequent request July 25, 2007. Mr. Flewellen was provisionally appointed to the position of Construction Inspector August 2, 2008, but was unsuccessful in the recent examination process.

The Department has submitted personnel requisition PW09-045 to place Mr. Flewellen in a third year of Reassignment For Training to the position of Construction Inspector. The Construction Management Division has included a proposed training plan outline for Mr. Flewellen's third year of reassignment should the Commission approve this request. With additional training, the Division is confident Mr. Flewellen will be successful in the next administration of the examination.

Mr. Flewellen understands the reassignment for training is temporary and does not guarantee permanent placement in the Construction Inspector classification.

If you have any questions, you may contact me at (562) 570-4686.

CAS

1 **DATE:** August 5, 2009
2 **TO:** Civil Service Commission
3 **FROM:** Lourdes Ferrer, Personnel Analyst 
4 **SUBJECT: REQUEST FOR REASSIGNMENT FOR TRAINING — HOMER**
5 **FLEWELLEN – EQUIPMENT OPERATOR TO CONSTRUCTION**
6 **INSPECTOR**

7 Correspondence has been received from Cynthia Stafford, Personnel Services Officer,
8 Public Works Department requesting Civil Service Commission authorization to
9 temporarily reassign Mr. Homer Flewellen, a current Equipment Operator, for the
10 purpose of training and development to the classification of Construction Inspector.
11 Staff has reviewed this request and recommends Commission approval of a one-year
12 reassignment for training in accordance with Article VI, Section 63(3) of the Civil
13 Service Rules and Regulations and Policy 1.20 of the Civil Service Commission
14 Policies and Procedures.

15
16 **Facts for Consideration:**

- 17 • On June 28, 2006, the Commission approved the temporary reassignment of
18 Homer Flewellen, from Equipment Operator in the Department of Public Works to
19 the classification of Construction Inspector, for the purpose of training and
20 development.
- 21 • On July 25, 2007, the Civil Service Commission approved a subsequent request to
22 extend Mr. Flewellen's reassignment for training.
- 23 • On August 2, 2008, the Civil Service Commission approved the provisional
24 appointment of Mr. Flewellen to the Construction Inspector classification.
25

- 1 • The Construction Inspector examination was administered in June 2009 and Mr.
2 Flewellen was not successful in this examination. The eligible list was established
3 on July 15, 2009.
- 4 • If this Reassignment for Training is approved, the staff of the Construction
5 Management Division in the Department of Public Works plans to continue it's
6 training of Mr. Flewellen by providing direct supervision from a Construction
7 Inspector II, Principal Construction Inspector or Chief Construction Inspector in the
8 proper methods of inspecting and administering contracts assigned to an entry level
9 Construction Inspector I. In addition, the Principal and Chief Construction
10 Inspectors will meet biweekly to review Mr. Flewellen's progress and make
11 recommendations as required.
- 12 • According to the Department of Public Works a substantial effort by both the
13 Department and Mr. Flewellen has been spent on Mr. Flewellen's training. The
14 Department believes Mr. Flewellen has progressed well through the training
15 program and that this additional year will give him the necessary skills to be
16 successful.
- 17 • The updated Training Plan submitted by the Department of Public Works describes
18 the goals and objectives, training methods, and criteria necessary to measure the
19 satisfactory completion of the training plan within the next year.
- 20 • Mr. Flewellen has been apprised of the terms and conditions of his temporary
21 training assignment and, by his signature, agrees to abide by them.

22
23 Based on the information provided, staff recommends approval in accordance with
24 Article VI, Section 63(3) of the Civil Service Rules and Regulations and Policy 1.20 of
25 the Civil Service Commission Policies and Procedures.

Staff has informed the Public Works Department that this request will be on today's agenda and representatives will be present to respond to any questions.

LF- Reassignment for Training (PW: FLEWELLEN)

DATE: August 5, 2009

TO: Civil Service Commission

FROM: Donna deAraujo, Assistant Administrative Analyst

**SUBJECT: REQUEST TO EXTEND PROVISIONAL APPOINTMENT –
TONY MACIEL, TRAFFIC PAINTER**

On January 7, 2009, the Civil Service Commission approved the provisional appointment of Tony Maciel to the classification of Traffic Painter. Staff is recommending the Commission approve a 150-business day extension of the provisional appointment, which expires on August 20, 2009.

A Traffic Painter is needed for the safety of the traveling public, both vehicular and pedestrian. The extension is requested to allow sufficient time for the Civil Service Department to initiate and complete the examination process for the classification of Traffic Painter. Staff is currently working on the examination for Traffic Painter and anticipates presenting the job opportunity bulletin to Commission within the next few weeks.

It is therefore recommended that the Commission approve the extension of this provisional appointment, pursuant to Section 49 of the Civil Service Rules and Regulations.

The Public Works Department, and Mr. Maciel have been informed that this item is on today's agenda. A representative from the department will be present to address any questions from the Civil Service Department.